

## *Vacancy Details*

**Links:** 05-09  
**Date:** 1/14/2009  
**Closing Date:** 2/14/2009  
**Command & Location:** AGC (ADR), Washington Navy Yard  
**Grade:** YC-03 (comparable to GS-15 pay)  
**Type:** Assistant General Counsel

There is an anticipated vacancy for an attorney to serve as the Assistant General Counsel (Alternative Dispute Resolution) (AGC(ADR)). This position is located in the Washington Navy Yard. The AGC(ADR) reports to the Principal Deputy General Counsel and is responsible for promoting the efficient and effective use of ADR techniques in the Department of Navy (DON). This position provides a unique opportunity to routinely work with senior DON and OGC leadership on matters and issues that may be resolved through the use of ADR techniques and programs.

The incumbent of this position will provide legal counsel and business advice on the use of ADR to the General Counsel of the Navy, the Deputy General Counsel, senior attorneys within the Office of the General Counsel (OGC), and various diverse organizations throughout the Department. AGC (ADR) manages the DON ADR program, serves as the DON member of the Department of Defense ADR Coordinating Committee, and represents the DON on other interagency ADR working groups, committees and organizations of interest to the DON. The incumbent supervises attorneys assigned to the AGC (ADR) office and is responsible for coordinating ADR training, approving and implementing ADR policy within the DON and serves as a Department Dispute Resolution Specialist. Other duties will include providing assistance to headquarters and field attorneys in OGC and providing legal counsel to those who serve as DON "in house neutrals" on ADR matters.

This opening will be filled under the National Security Personnel System, which is a pay for performance system using pay bands with salary ranges. This position will be filled in the Standard Career Group YC-03 pay band (comparable to GS-15 pay). To be eligible for selection at the YC-03 pay band, the applicant must have a minimum of five-and-a-half years experience in the practice of law is required. Pay will be set commensurate with the successful applicant's qualifications, funding availability, and NSPS pay setting guidelines. For more information on NSPS, please visit: <http://www.cpms.osd.mil/nsps/issuances.html>.

Applicants will be evaluated on 1) their expertise in, and commitment to, ADR in the context of civil, commercial, or administrative litigation; 2) their record of ADR certification, training and effective participation in ADR proceedings as a litigator or third party neutral; 3) the strength of their oral and written communication skills 4) their demonstrated supervisory skills and program management experience; and 5) their interpersonal skills and record of developing strong attorney-client and field-headquarters relationships. Experience training attorneys and non-attorneys on ADR principles and techniques is desirable.

The successful candidate must be a U.S. citizen, have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar (any U.S. jurisdiction), be admitted to practice before a state or federal court, and be eligible to obtain and maintain a Secret security clearance.

Interested attorneys may contact Richard Hipple, Associate Counsel (ADR) at 202-685-6974.

Applicants should submit an SF-171, OF-612, or resume; two legal writing samples; a narrative statement relating their background and experience to the requirements of the position, as well as their current pay or pay grade and step; two most recent performance appraisals if available; and



the names and telephone numbers of at least three references (other than current supervisors) who may be contacted. Attorneys who have graduated from law school after 2003 must provide a copy of their law school transcripts including class rank. Send all documents to:

Mr. Tony Verducci  
Assistant to the Associate General Counsel  
(Management)  
1000 Navy Pentagon, Room 4E635  
Washington, D.C. 20350-1000

It is recommended that applications be sent by electronic mail to [aagcm@navy.mil](mailto:aagcm@navy.mil); by fax to 703-695-3787 or by Federal Express or similar means due to recent problems with regular mail deliveries due to possible security delays in normal mail delivery.

This personnel notice will close on February 14, 2009, and applications must be received by that date to be considered.

If the successful applicant is not currently a member of the Navy Office of General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see "Careers" section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

Relocation expenses will not be paid.

#### THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

#### VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.